

# An Overview of HRIS

## Lawrence Berkeley National Laboratory

PEOPLESOFT HRIS 8.3

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This booklet has been developed as an overview of the HR system at LBNL. It is intended to provide an overview of Data in the HR information systems to facilitate users reporting and data lookup. This is not a document where policy or HR procedures are defined although some policy may be referenced. Refer to the LBNL Regulation and Procedure Manual and the Salary Administration Manual for official laboratory policy. Send your comments or questions regarding this booklet to Amy Lowe x5044 or email [alowe@lbl.gov](mailto:alowe@lbl.gov). Questions about HRIS data and update procedures can be sent to HRIS[@lbl.gov](mailto:hris@lbl.gov).

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# H R I S   O V E R V I E W

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The purpose of this document is to provide a system overview of the Human Resource Information System (HRIS) and the underlying tables used in building queries. This overview will provide only general information intended to assist in:

- Understanding of HR Access and Users
- Understanding the Data in HRIS Pages
- Understanding HR Data Values and Terminology
- Understanding of the Underlying Tables
- Defining Some Basic Query Criteria

## SYSTEM USERS AND DATA RESPONSIBILITIES

HRIS Data and reporting are the primary responsibility of the HR Centers. HR Center staff has access to many private and public queries for the divisions they support. **HR data request should be routed through the appropriate division HR Center Manager.**

### HR Center Contacts:

<b>Computing Sciences</b>	IC, NE, CS, CR	Chris Diesch
<b>General Sciences</b>	AF, PH, NS, LD, OP	Chris Diesch
<b>Biosciences</b>	PB, LS, GN	Nancy Talcott
<b>Chemical and Material Sciences</b>	CH, MS, AL	Tracy Bigelow
<b>Energy Sciences</b>	EE, ES, EH&S	Kamala Green
<b>Operations</b>	ASD, CFO, HR,	Chris Watchmaker
<b>Technical Services</b>	EG FA	Rachel Sandoval Kathy Richards

### System Contacts:

Navigation, Data Update, Queries and Reports  <a href="mailto:hris@lbl.gov">hris@lbl.gov</a>	Amy Lowe	X5044 or email: <a href="mailto:alowe@lbl.gov">alowe@lbl.gov</a>
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IS Technical Support	Daisy Guerrero	X4013 or email: <a href="mailto:DCGuerrero@lbl.gov">DCGuerrero@lbl.gov</a>
Int'l Research & Scholars Office	IRSO Office Ben Ortega	X7631 X6326 or email: <a href="mailto:BOrtega@lbl.gov">BOrtega@lbl.gov</a>
Network/PC Support	Help Desk	X5743 or email: <a href="mailto:iss-lanops@lbl.gov">iss-lanops@lbl.gov</a>
General feedback and questions about the PeopleSoft system	Functional Team Cynthia Coolahan	<a href="mailto:hris@lbl.gov">hris@lbl.gov</a> X6431 or email: <a href="mailto:CCCoolahan@lbl.gov">CCCoolahan@lbl.gov</a>

## HRIS SYSTEM OVERVIEW

The Human Resource Information System (HRIS) is series of modules that relate to one another as a relational database. The underlying tables are ORACLE format.

Modules currently in use at Berkeley Lab are:

- 1) **Administer Workforce** – core personnel data
  - a) Includes all active and inactive records (all history)
  - b) Includes all employee classifications (employee, contract workers, and guests)

**Admin Workforce (GBL)** – View All labwide  
**Admin Workforce Division** – View and Limited Update of specific Level 1 Orgcodes  
**Admin Guest** – Review and Update all labwide Guest records
- 2) **Administer Training** – training session administration, feeds EH&S training profiles and Reports
- 3) **Recruit Workforce** – job requisitions, applicant data and tracking
- 4) **Payroll** – payroll data, check data, taxes, etc.
- 5) **Base Benefits** – health and welfare base administration – feeds UCOP
- 6) **Plan Salaries** – salary planning “grid” and employee review (P2R) data

### About the Modules and Data

Each HRIS module has it's own unique set of data panels, summary views, reports and processes.

A user's Access Privileges determine the Modules they may access, the division (Level 1) they may access, the Panels they may access, and the action they may do. Each Access Class is unique.

The Query Table access is also restricted by an assigned Query Class. The Query Class restricts the tables and records a user can see.

The HRIS modules are related to one another through key data fields. The most important key field is the employee identification number or EMPLID.

Historical information is related to a single EMPLID through the combination of effective date (EFFDT) and effective sequence (EFFSEQ).

## SYSTEM IMPLEMENTATION JUNE 1996

**Data was converted from FOCUS to HRIS in June 1996.**

- “Active” persons were transferred with all historical rows of data if person was active after 1990. Person Terminated before 1990 were not entered in HRIS. A historical number file of these “used” ID numbers is referenced by the system to avoid re-assignment. We do not re-open “historical” numbers if a person returns, a new number is assigned.
- There are fewer rows of data in history prior to June 1996 and some of the older historical rows of data may be incomplete (missing empl\_class, percent time or even jobcode).

## SYSTEM ACCESS

### Access

HRIS Access requests must be approved and requested by each HR Center.

### **HR Center Managers are Authorized to Request Access:**

Email request must be sent to Daisy Guerrero from any of the HR Center Managers. For finance users – the Business Managers may request access.

### HR System Confidentiality

HRIS follows the laboratory policy on password and system security. Refer to the Regulation and Procedure Manual (RPM) and the Computing Science Web Pages for details.

### **In brief...**

- The operator ID and password are yours and yours alone.
- You are responsible for all actions done under your login.
- It is not acceptable to share your login or to allow others to access the system for any purpose under your login.



# HRIS NAVIGATION, TERMINOLOGY AND DATA

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## NAVIGATION

Since HRIS is a PeopleSoft application, the basic navigation through records and modules is the same as the PeopleSoft Financial Management System (FMS).

### **Some Menu Options:**

**USE** – view where the data fields reside.

**Home > PeopleTools > Query Manager > Use > Query Manager** – to access the query tool.

**REPORTS** – these are PeopleSoft standard reports and are not customized by LBNL.

**LBNL\_REPORTS** – these are LBNL custom reports.

### **The Action Modes:**

**Update/Display** – View Current row data only for the requested record

**Update/Display All** – View or Update all rows of data for the requested record

**Correction** – Only the Payroll group can correct job data and personal data. Correction mode is a default in some panels where historical data is not relevant.

**Add** – Used to create new records or rows to the system.

## TERMINOLOGY AND DATA VALUES

Like all disciplines HRIS and HR Business Processes has its own language, which sometimes HR professionals forget that non-HR persons might not be familiar with! In addition there are value lists which will assist you in understanding how HR information can be organized.

### Value Lists:

#### EMPL\_CLASS

– List of employee classification codes

Field Value	Long Description
A	Term Appointment
F	Faculty Appointment
G	GSRA (Grad Student Research Asst)
H	Visiting Researcher
I	Intern
N	Career
P	Postdoctoral Fellows
Q	Rehired Retiree (Non-VERIP)
R	Contractor (non emp)
S	Student Assistant
T	Limited
V	Visiting Postdoctoral Fellow
Z	Guest (non emp)

#### FULL\_PART\_TIME

– expected work effort

Field Value	Long Description
F	Full Time
P	Part Time
I	Variable (Indeterminate)

#### SET\_ID

- Primary key for DeptID

Field Value	Long Description
LBL01	HRIS primary key
LBLGL	Not Used in HRIS
USA	Not Used in HRIS
STD	Not Used in HRIS

#### EMPL\_STATUS

– List of employee active statuses

Field Value	Long Description
A	Active
D	Deceased
L	Leave of Absence
P	Leave With Pay
R	Retired
S	Suspended
T	Terminated
U	Terminated With Pay
V	Terminated Pension Pay Out

#### UNION\_CODE

- List of codes for rep and non-rep records

Field Value	Long Description
99	Non Represented (NonRep)
A1	UC Faculty (NonRep)
CX	CUE Coalition of University Em
FX	Research Professionals (NonRep)
HX	Residual Pat. Care Prof Unit
KB	Skilled Crafts
NX	Registered Nurses
RX	Research Support
SX	AFSCME Service
TX	UPTE Technical

**ACTION**

– Action code is the primary reason for any row of data. For each Action there is a complete set of specific “reason codes”.

Field Value	Long Description
BEN	Benefits Related Change
CNV	Conversion
HIR	Hire
JRC	Job Reclassification
LOA	Leave of Absence-Unpaid
LSP	Lump Sum Payment
PAY	Pay Rate Change
PLA	Leave of Absence-Paid
REH	Rehire
RFL	Return from Leave
RWP	Retirement With Pay
STC	Status Change
TER	Termination
TWP	Termination With Pay
XFR	Transfer

**Organization Codes**

- explanation of OrgCode fields and names.

Field Value	HRIS	English
DEPTID	Level 1	Division
ZZ_GROUP	Level 2	Dept
ZZ_UNIT	Level 3	Group
ZZ_LEVEL4	Level 4	Unit

**ACTION\_REASON** – the complete set of specific reason codes for an action.

Action	Reason	Reason Descr	When Used
BEN	UPD	Update	Generated by system when the UC Benefits Open Enrollment period is closed.
CNV	CNV	Conversion	Generated by system when a batch process updates the organization code
CNV	ORG	New Organization Codes	Used when a major restructuring redefines the Level 1 the organization code
HIR	HIR	New Hire	Used for new employee when person has no LBNL record in the system. Includes rehire actions when an old number is either historical or an invalid number which cannot be converted to a valid number.
HIR	HPS	New Hire - PERS Retiree	Used for new employee when person has no LBNL record in the system and is receiving a monthly benefit from the PERS retirement program. This would include any retired UC employee or Livermore/Los Alamos. See rehired retiree matrix for hire information.
HIR	HUS	New Hire - UCRS Retiree	Used for new employee when person has no LBNL record in the system and is receiving a monthly benefit from the UCRS retirement program. This would include any retired UC employee or Livermore/Los Alamos. See rehired retiree matrix for hire information.

<b>JRC</b>	<b>DEM</b>	Demotion (Disciplinary)	Used when a persons job level is lowered as a disciplinary action. May or may not affect pay. Requires LER approval.
<b>JRC</b>	<b>INC</b>	Return to Original Class	Use for return from out of class assignment, OOC job code and pay entered in OOC panel. Job Table only reflects action and effective date.
<b>JRC</b>	<b>OCA</b>	Out of Class Assignment	Used for out of class assignment, OOC job code and pay entered in OOC panel. Job Table only reflects action and effective date.
<b>JRC</b>	<b>PDG</b>	Posted Downgrade	Used when an internal applicant applies for and accepts a posted position which is at a lower job level/grade.
<b>JRC</b>	<b>PLT</b>	Posted Lateral Transfer	Used when an internal applicant applies for and accepts a posted position which is at the same job level/grade. For example: may be used when an RA goes from a temp to a career position. Usually change in pay is not allowed, Compensation approval required.
<b>JRC</b>	<b>PPR</b>	Posted Promotion	Used when an internal applicant applies for and accepts a posted position which is a higher job level/grade.
<b>JRC</b>	<b>PRF</b>	Preferential Job Reclass	Used when an employee with preferential rehire rights accepts a posed position before being terminated.
<b>JRC</b>	<b>RDG</b>	Non-posted Downgrade	Used when a persons job code is changed to a lower job level due to internal review, non-posted job opening, or voluntary reclassification. Change in pay does not necessarily occur unless the salary is above the max of the new range. Compensation and LER approval may be required.
<b>JRC</b>	<b>RLT</b>	Non-posted Lateral Transfer	Used when a persons job code changes and the level remains the same, the change may be due to internal review, non-posted job opening, or voluntary reclassification. Usually change in pay is not allowed, Compensation and LER approval may be required.
<b>JRC</b>	<b>RPC</b>	Review Position and Correct	Used when a job code must be changed as a correction of a previous action. Example: JRC given to an employee that moved the employee in or out of a bargaining unit and the initial approval is reversed. Requires LER approval.
<b>JRC</b>	<b>RPR</b>	Non-posted Promotion	Used when a persons job code is changed to a higher job level due to internal review or non-posted job opening. Compensation and LER approval may be required.
<b>JRC</b>	<b>RST</b>	Classification Restructuring	Used for compensation initiated restructuring. May not include change in pay. Compensation approval is required for all. LER approval required for represented only. (includes major mapovers)

JRC	SPP	Special Posted Promotion	Used when an intern/trainee/student/special scientist applies for, and accepts a posted position. When a intern/trainee/student/special scientist position moves to a non-student position.
JRC	SRP	Special Reclass/Promotion	Used when a intern/trainee/student/special scientist position moves to a non student temporary position.
LOA-unpaid leave	ESL	Extended Sick Leave Supplement (Worker Comp)	Used only when a person is on approved Workers Comp leave and is receiving pay through WK supplement. This leave does not allow for any time reporting and the calculation of continued eligibility is manually tracked. Must have an expected end date. Requires Medical approval.
LOA-unpaid leave	FML	Family and Medical Leave Act	Used for unpaid leave under the Family and Medical Leave Act. Used for the remaining balance of the 12 week approved FMLA leave after sick/vac leave is exhausted in LETS. This leave does not allow for LETS time reporting and must have an expected end date. Requires Medical approval.
LOA-unpaid leave	HLT	Health Reasons - Employee	Used for unpaid leave for Health Reasons of the employee. Usually used after FMLA or Workers Comp periods have expired and leave continues.
LOA-unpaid leave	MAT	Maternity/Paternity	Used for unpaid leave Maternity/Paternity, extends approved maternity or paternity leave. <b>(Covers both FMLA unpaid leave time and those not eligible for FMLA)</b>
LOA-unpaid leave	MIL	Military Service	Used for unpaid leave Military Service
LOA-unpaid leave	OTH	Personal Unpaid Leave	Used for unpaid leave for Personal (i.e. professional, teaching research) and Unknown reasons. No associated job guarantee. May be used if person appears AWOL. AWOL requires LER approval.
LOA-unpaid leave	SUS	Suspension	Used when a person is placed on suspension. This person is still considered active and is accruing benefits. Requires LER approval.
LOA-unpaid leave	UCL	UC Leave (Fac and GSRA only)	UC Leave (Fac and GSRA only)
LSP	ERP	Employee Referral Bonus	Used when a person receives a lump sum payment as part employee referral program.
LSP	HLS	Hiring Lump Sum Bonus	Used when a person receives a lump sum payment as part of the hire process.
LSP	MLS	Merit Lump Sum	Used for lump sum payments based on employee job performance where a percent increase would take them above the set salary range (used for both represented and non-represented)
LSP	NLS	Negotiated Lump Sum	Used when a lump sum amount (one-time payment) is negotiated as a part of a union agreement. Not merit based.

<b>LSP</b>	<b>OPI</b>	Individual Outstanding Performance Award	Used for lump sum payments to an employee due to their individual contribution to the mission of their division or laboratory.
<b>LSP</b>	<b>OPT</b>	Team Outstanding Performance Award	Used for lump sum payments to an employee who is part of a team that has been recognized for their work in contribution to the mission of the division or laboratory.
<b>LSP</b>	<b>SRA</b>	Spot Recognition Award	Used for lump sum payments due to division award for notable laboratory service.
<b>PAY</b>	<b>ADJ</b>	Adjustment	Used for pay adjustments for Contract Workers or as needed for compensation approved pay changes. Compensation approval required for all except if for contract worker.
<b>PAY</b>	<b>BOR</b>	Bottom of Range Adjustment	Used for pay adjustments where the bottom of the range has changed. Requires Compensation approval.
<b>PAY</b>	<b>EDI</b>	End Temporary Div/Dept Increase	Used for the return of non-S&E persons who is receiving a temporary stipend. Temporary Div/Dept Increase (TDI). Requires Compensation approval.
<b>PAY</b>	<b>EPI</b>	End Promotional Increase	Used for the return of a person to regular pay from Temporary Promotional Increase (TPI). Requires Compensation approval.
<b>PAY</b>	<b>EQA</b>	Equity Adjustment	Used when pay adjustments are to maintain equity with either market or peers (used for both represented and non-represented)
<b>PAY</b>	<b>FAC</b>	Faculty Adjustments	Used when pay adjustments for faculty are approved and applied.
<b>PAY</b>	<b>MER</b>	Merit Increase	Used when pay adjustments are based on employee performance ratings (used for both represented and non-represented).
<b>PAY</b>	<b>NGI</b>	Negotiated Increase	Used when non-merit pay adjustments are determined by collective bargaining agreement (used for represented only). Includes <i>across the board</i> (ATB) and other non-merit increases. Includes Firefighters.
<b>PAY</b>	<b>RET</b>	Retention Related Adjustment	Used for pay increases related to retention issues. Requires Compensation approval.
<b>PAY</b>	<b>SPG</b>	Step Progression	Used for the pay increases by step for all employee classifications where pay changes are in steps. Includes Visiting Post Docs, GSRA, Student Assistants.
<b>PAY</b>	<b>STA</b>	Settlement Agreement	Used when pay adjustments are agreed upon in settlement of a grievance or dispute.
<b>PAY</b>	<b>TDI</b>	Temporary Div/Dept Increase	Used for non-S&E persons who receive a temporary stipend. Temporary Div/Dept Increase (TDI). Requires Compensation approval.
<b>PAY</b>	<b>TPI</b>	Temporary Promotional Increase	Use for Head-level positions only when increase is non-base building, is a fixed dollar supplement, at least 3 months and not to exceed 3 years. Requires Compensation approval.
<b>PAY</b>	<b>TRP</b>	Temporary Reduction in Pay	Used for temporary reduction in pay only. Requires LER approval.

<b>PLA-paid leave</b>	<b>ADM</b>	Investigatory/Admin Leave	Used for investigatory leave. Requires LER approval.
<b>PLA-paid leave</b>	<b>MIL</b>	Military Service	Used for paid leave when person is engages in military service. Requires approval, see the RPM 2.14.
<b>PLA-paid leave</b>	<b>SML</b>	Supplemental Military Leave	Used to add a supplemental leave to the normal 30 day MIL allotment for employees called up during the Enduring Freedom campaign. Allows for the laboratory to pay the difference between military pay and lab pay at their regular pay intervals. Requires approval, see the RPM 2.14.
<b>PLA-paid leave</b>	<b>PRL</b>	Prof Renewal Leave	Used for paid leave when a person is approved for professional renewal leave. Requires approval, see the RPM 2.04 section I.
<b>PLA-paid leave</b>	<b>PRT</b>	Prof Research & Teaching Leave	Used for paid leave when a person is approved to professional or teaching leave. Requires approval, see the RPM 2.04 section H.
<b>REH</b>	<b>PRF</b>	Preferential Rehire	Used when the rehire is for a former employee with preferential rehire status. (medical separation or reduction in force (layoff)).
<b>REH</b>	<b>REC</b>	Recall	Used when the rehire is for a former employee with recall rights. (layoff - former employee has to return if offered or lose the recall rights)
<b>REH</b>	<b>REG</b>	Rehired LBNL Guest/Contract Worker	Used when the rehire is for a person whose last empl class was either a Guest or Contract Worker.
<b>REH</b>	<b>REH</b>	Rehired Former LBNL	Used when the rehire is for a person whose last empl class was an LBNL employee. Use for all former LBNL employees, including retirees.
<b>REH</b>	<b>RPS</b>	Rehire Retiree - PERS	Used when a person has an existing record in HRIS and has been participating in the PERS retirement program. This would include any retired UC employee or Livermore/Los Alamos. See rehired retiree matrix for empl-class, benefit waiver and other important information. Contact Mary Bishop.
<b>REH</b>	<b>RUS</b>	Rehire Retiree - UCRS	Used when a person has an existing record in HRIS and has been participating in the UCRS retirement program. This would include any retired UC employee or Livermore/Los Alamos. See rehired retiree matrix for empl-class, benefit waiver and other important information. Contact Mary Bishop.
<b>RFL</b>	<b>RFL</b>	Return From Leave	Used for all return from leave actions (both paid and unpaid leave).
<b>STC</b>	<b>APP</b>	Appointment Type Change	Used when a persons employee classification changes. Not pay related.
<b>STC</b>	<b>CFD</b>	Confidential/HEERA Status Change	Used when a persons HEERA status, or Confidential status changes. Not pay related.

<b>STC</b>	<b>DFL</b>	Limited appt. Default to Career appt.	Used when a limited appt persons employee classification is changed to a career appt. because they have passed the 1,000 hrs of qualifying service in any 12 consecutive months without a break in service of at least 120 consecutive calendar days. Qualifying service includes all time on pay status limited appointments at the University. On-call and over-time hours not be included. Action must be effective the first of the month following attainment of 1,000 hours. See RPM sec 2.01. Requires approval, contact Mary Bishop.
<b>STC</b>	<b>EXT</b>	Extension of Appointment	Used when a Term, Rehired Retiree, or Temp (Limited) appointment is extended.
<b>STC</b>	<b>FWO</b>	Flexible Work Schedule Change	Used when Work Scheudle for an employtee changes. Default work option is REG. Requires Supervisor Approval.
<b>STC</b>	<b>HRS</b>	Standard Hours Change	Used when an empls STD_HRS is changed.
<b>STC</b>	<b>LDR</b>	Leadership Level Change	Used when an empls Leadership Code is changed.
<b>STC</b>	<b>LOC</b>	Location Change	Used when an empls Tax Location is changed.
<b>STC</b>	<b>SUP</b>	Change in Supervisor or Host	Used when the Supervisor or Host assignment changes for a records.
<b>TER</b>	<b>CMP</b>	Compulsory Retirement	Used when retirement is compulsory. Requires LER approval.
<b>TER</b>	<b>EOA</b>	End of Guest/CW Assignment	Used for termination of Guest or CW at end of assignment. EffDt may or may not be the same as last appt end date.
<b>TER</b>	<b>FAC</b>	Retired Faculty	Used when the person is a faculty empl-class.
<b>TER</b>	<b>IDS</b>	Dismissed (Disciplinary)	Used when the person is discharged for disciplinary reason including; Attendance, Misconduct, Tardiness, Unsatisfactory Performance, Violation of Rules, etc. Disciplinary dismissal is approved by LER.
<b>TER</b>	<b>IDT</b>	Death	Used when an active employee is terminated due to death.
<b>TER</b>	<b>IFD</b>	Lack of Funding	Used when a termination is due to lack of funding to support the position.
<b>TER</b>	<b>ILF</b>	Layoff	Used when a termination is due to a reduction in force. Requires LER approval.
<b>TER</b>	<b>IMS</b>	Medical Separation	Used when a termination is due to a medical separation. Requires LER approval.
<b>TER</b>	<b>IRP</b>	Release During Probation	Used when a person is terminated during the probation period. Requires LER approval.
<b>TER</b>	<b>REG</b>	Regular Retirement	Used when an active employee retires from the laboratory.
<b>TER</b>	<b>RLS</b>	Regular Retirement - Lump Sum Cashout	Used when the employee has elected the Lump Sum Cashout option for their retirement. See the rehired retiree matrix for additional information.
<b>TER</b>	<b>RPS</b>	Regular Retirement - PERS	Used when the employee will be receiving a monthly benefit from the PERS retirement program. See rehired retiree matrix for additional information.



<b>TER</b>	<b>RUS</b>	Regular Retirement - UCRS	Used when the employee will be receiving a monthly benefit the UCRS retirement program. See rehired retiree matrix for additional information.
<b>TER</b>	<b>VAJ</b>	Another Job	Used when a person leaves the laboratory for another position.
<b>TER</b>	<b>VAS</b>	Attend School	Used when a person leaves the laboratory to return to school.
<b>TER</b>	<b>VDE</b>	Dissatisfied with Fellow Employee	Used to further define a voluntary termination only when the employee defines the reason for leaving as dissatisfaction with their relationship with coworkers, either in writing or during a formal exit interview. Resolve LER issues prior to employee leaving the laboratory. Contact LER for clarification.
<b>TER</b>	<b>VDP</b>	Dissatisfied with Pay	Used to further define a voluntary termination only when the employee defines the reason for leaving as dissatisfaction with pay either in writing or during a formal exit interview.
<b>TER</b>	<b>VEX</b>	Expiration of Appointment	Used when an appointment ends. Includes when graduation from school requires termination. Use for employee classifications only.
<b>TER</b>	<b>VFM</b>	Family Reasons	Used to further define a voluntary termination only when the employee defines the reason for leaving as related to family reasons either in writing or during a formal exit interview. Includes resignation to care for children, parents, etc.
<b>TER</b>	<b>VGJ</b>	Graduation	Used when a student assistant or GSRA is terminated due to graduation.
<b>TER</b>	<b>VJA</b>	Job Abandonment	Used when the termination is because the person does not show up for scheduled work. Requires LER approval.
<b>TER</b>	<b>VLJ</b>	Voluntary Layoff	Used when a person voluntarily resigns during a reduction in force period.
<b>TER</b>	<b>VMA</b>	Moving Away	Used when a person leaves the laboratory because they are moving away from the area.
<b>TER</b>	<b>VMS</b>	Military Service	Used when a person leaves the laboratory to participate in active military service.
<b>TER</b>	<b>VPO</b>	Dissatisfied with Promotional Opportunities	Used to further define a voluntary termination only when the employee defines the reason for leaving as dissatisfaction with promotional opportunities either in writing or during a formal exit interview.
<b>TER</b>	<b>VSU</b>	Dissatisfied with Supervisor	Used to further define a voluntary termination only when the employee defines the reason for leaving as dissatisfaction with their immediate supervisor, either in writing or during a formal exit interview. Resolve LER issues prior to employee leaving the laboratory. Contact LER for clarification.
<b>TER</b>	<b>VTE</b>	Voluntary Termination	Used when a person leaves the laboratory voluntarily. Includes; employee or family health reasons, personal reasons, and any unknown reason.

<b>TER</b>	<b>VTW</b>	Dissatisfied with Type of Work	Used to further define a voluntary termination only when the employee defines the reason for leaving as dissatisfaction with the type of work assigned either in writing or during a formal exit interview.
<b>TER</b>	<b>VWC</b>	Dissatisfied with Work Conditions	Used to further define a voluntary termination only when the employee defines the reason for leaving as dissatisfaction with the work conditions, either in writing or during a formal exit interview (lighting, noise, environmental issues, general lab mission like specific research done or facilities at the lab, etc). Resolve LER/EHS/Medical issues prior to employee leaving the laboratory as some of these issues may be related to workers comp/medical concerns. Contact LER for clarification.
<b>TWP</b>	<b>TWP</b>	Termination With Pay	Used when terminated with pay.
<b>XFR</b>	<b>REO</b>	Reorganization	Used when a person transfers orgcode within same division (level1).
<b>XFR</b>	<b>XFR</b>	Transfer Within or Across Divs	Used when a person transfers to a new division (level1).

### HRIS Terminology:

**Employees** – All persons whose employee classification is not “Z” (guest) or “R” (contract worker).

**Non-Employees** – All persons whose employee classification is “Z” (guest) or “R” (contract worker).

**Career Employee** – generally defined as those persons who are active in lab benefits/UCRS. Includes Term, Indefinite and Post Docs (empl\_classes equal to A, N, P), persons working greater than 50% standard hours, and excludes all indeterminate.

**Active Employees** – Includes employees whose status is Active, Leave (paid and unpaid), and Suspended (empl\_status equal to A, L, P, S).

**PAF** – Personnel Action Form (PAF), a hardcopy form created in FileMaker. Used to request HRIS data updates where HR Center Staff system access is restricted. Example: Pay, JRC, Level 1 orgcodes changes, Out of Class, etc.

**OrgCode** – The concatenation of the 4 organization fields. OrgCode may be 2-6 characters, only Level 1 is required, other levels are optional. Every record must have a “Primary” OrgCode.

**HEERA** – The Higher Education Employer/Employee Relation Act. Which allows persons who might normally be represented by a union to be “non represented” if they have supervisory responsibilities or meet criteria approved by the LBNL Labor Employees Relation Group.

**FLSA** – The Fair Labor Standards act governing overtime.

- 1) Exempt – monthly paid, no overtime.
- 2) Non-Exempt – hourly paid, get overtime.

## DATA FORMATS

**Case** Data fields are case sensitive. Use proper capitalization. PeopleSoft stores the data as you enter it. Proper capitalization is particularly important when performing searches.

**Names** Type names in the following formats:

Format	Example
Last,First MI	Smith,John D O'Neal,Christine R
Last(hyphen)Last,First MI	Jones-Smith,Mary A
Last(1 space)Suffix,First MI Note that there is no period after the suffix.	Smith Jr,John D

**Dates** Type dates as MMDDYY or MMDDYYYY. PeopleSoft inserts the appropriate separators.

**Dollar Amounts** Type the number and include a decimal only if cents are included. You do not need to use commas. PeopleSoft inserts them as needed.

**SSN** Do not include dashes when you type social security numbers. PeopleSoft automatically adds them.

**Zip Codes** Type ZIP codes as either five or nine-digit numbers. PeopleSoft automatically inserts a hyphen before the last four numbers of a nine-digit ZIP code. Type the correct number of digits for international postal codes; PeopleSoft automatically formats the codes.

**Phone Numbers** Type all ten-digit telephone numbers (area code and telephone number) without the separators. PeopleSoft automatically formats telephone numbers.

# HRIS QUERY TOOL

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## PUBLIC QUERIES VS PRIVATE QUERIES

The HRIS functional or technical support group validates all HRIS Public Queries. Users do not have the access privilege to change and save a public query as PUBLIC. Users may save public queries as PRIVATE then modify. Private queries cannot be shared with other users.

## HOW TO RUN A PUBLIC QUERY

### Accessing the Query Manager Roadmap

<a href="#">Home</a> > <a href="#">PeopleTools</a> > <a href="#">Query Manager</a> > <a href="#">Use</a> > Query Manager
--

### How to Run an Existing Query without 'opening the query'

1. **Search for the Query** you wish to run
  - Enter a partial query title and click the Search button (use wildcard, see Appendix A)
  - Leave search criteria blank to view all available Queries
2. Click **Search button** to list available Queries
3. Click the **Run link** on the row for the title you wish to execute, a separate IE window will open to display the prompts and results.
4. Enter **Prompts if applicable** and Click the View Results button. If the query has no prompts your query results will be displayed.
5. Results will display in IE html page. Data can be viewed or downloaded to your desktop.
6. To down load to Excel –Use the **“CSV Text File“ link**. Do Not use the “Excel Spreadsheet” link.
  - *CSV Text File link* creates a simple text file that is automatically opened in Excel and easily formatted
  - *Excel Spreadsheet link* creates an excel file with very unfriendly formatting. Not recommended.
7. Save the CSV file to your desktop, rename if desired.
8. Double click the CSV file on your desktop and the file will open in Excel. Format the file as needed. See Query Excel formatting tips listed a below.
9. To exit the query, Close the Query – Results IE window.
10. To run a new query, Activate the Query Manager IE window, it should still be open but minimized.

NOTE: A query must be “SAVED” before it will run. If you edit any part of a query you must first save it before running.

### Tips on formatting your Query Output

- 1) When you first open the CSV file, always format the spreadsheet and save.
  - a) Select all cells in the spreadsheet using the top left cell. Hot Key: Ctrl-A
  - b) AutoFit the column width – Format, Column, AutoFit Selection. Hot Key: Alt-O,C,A
  - c) Left Justify all columns – click the Align Left tool bar button
  - d) Change the .CSV format of the spreadsheet - Save your CSV file, edit the “Save as type” to be Excel Workbook, Click OK.
- 2) Use Excel’s Format, Cells menu option to standardize field by column. Fields that we suggest formatting are: Numbers (including emplid), Dates, and Time.

## QUERY TABLE DATA SECURITY

HRIS data tables have security restrictions. Users will have access to all tables up to and including their level of security. To see and run a public query, the user must have access privileges to all table used in that query, otherwise the query is not visible.

Tables with security access designation are:

### PERSONAL\_DATA JOB EMPLOYEES –

Query Class Name	Target Group	Access
Query Class 1	HR Division Staff Users	Unrestricted Job & Personal Data. Labwide access.
Query Class 2	Budget Users	<i>Includes</i> Compensation Rates. <i>Excludes</i> sensitive data (see list below).
Query Class 3	Primarily non-HR users. Those who need basic job information and headcounts, but no sensitive job or personal data	<i>Excludes</i> items from Query Class 2 (above). Also <i>excludes</i> compensation rates.
Query Class 4	Guest and/or Contract Labor Processors	Job information for Guests and Contract Labor only.

#### Sensitive Information:

Home Address	Adjusted BS Year	Pay Rate & Related Fields
Home Phone Number	Citizenship	Last Increase Date
Social Security Number	Birthdate	Salary Grade
Gender	Disability	Stipend
Ethnicity	Disabled Veteran?	Confidential Employee?
	Military Status	HEERA Status

## TABLE STRUCTURE

**Public queries for finance users are built using the following tables:**

### **PERSONAL\_DATA**

The personal data table contains personal information about each employee and is effective dated. That is, when the data for an employee changes, we keep historical information. Name, Work Eligibility, Effective Date, and Highest Ed Level are included in the personal data table. (Security level 2 excludes sensitive data.)

### **JOB**

The job table contains information about each individual employee job here at LBNL, including the job code, compensation rate, employee status, organization code, shift code, leadership code, etc. (Security level 2 excludes sensitive data but includes pay related data.)

### **EMPLOYMENT**

The employment table contains information about employees' employment history, including the hire date, rehire date, service date, supervisor, mailstop, work phone, etc. (no sensitive data is stored in this table)

### **ZZ\_DEPT\_INFO**

The ZZ department information table is an LBNL custom table, which contains the specific organizational codes and the text description, and is used to make up each employee's organizational code.

### **EMPLOYEES**

The employees table is a special table that provides users with a simple summary of the primary fields for an active records. This table contains a single current row of data for each active employee. The table is updated each night; meaning that changes to an employee's data will not be reflected in queries built using the Employees table until the following workday. Berkeley Lab has customized the Employees Table to include many LBNL custom fields.

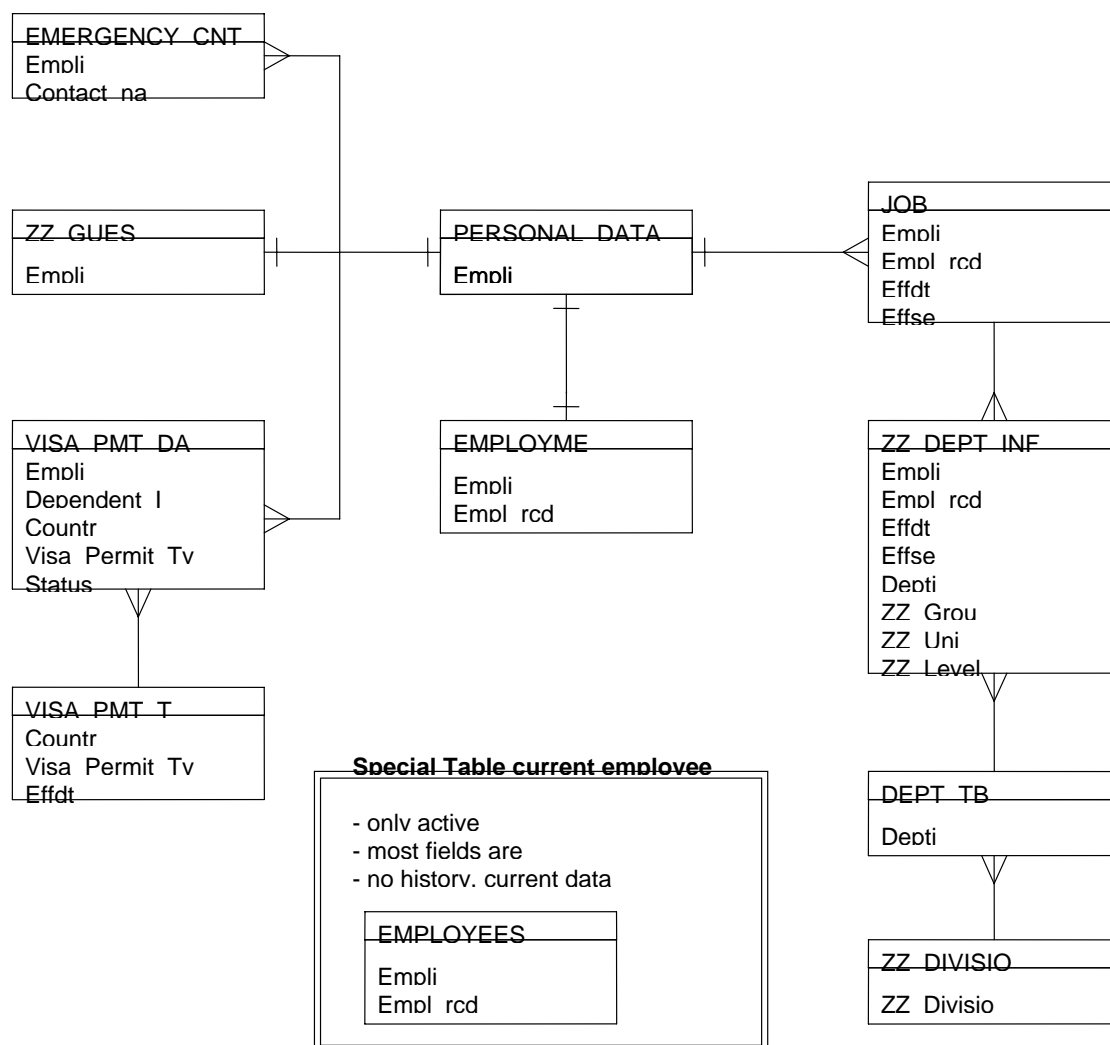
## ZZ\_TABLES AND ZZ\_FIELDS

**LBNL Custom Fields and Tables start with the letters ZZ\_ . These are the fields and tables that are needed to meet LBNL business purposes. LBNL customizations are minimized in the system to allow for easier upgrades.**



## ABBREVIATED TABLE RELATIONSHIP DIAGRAM

This relationship diagram shows only some of the basic tables in the HRIS system, only *Key Fields* are displayed.



**Quick Reference - *Fields* are located on the following *Tables*:**

Field Name	Table Name
EmplID	Job
Name	Personal_Data
SupervisorID	Employment
ZZ_EE_Hire_Dt	Employment
ZZ_EE_Rehire_Dt	Employment

Field Name	Table Name
JobCode	Job
ConpRate	Job
Empl_Class	Job
DeptID	Job or Pers_Data
JobTitle	Jobcode Table

## BASIC CRITERIA

Criteria for Employee Classification, Status and Department are important to establish.

### Query Criteria for active employees in a specific level 1 includes:

- All employee classifications except R (contract worker) and Z (guest)
- Employee status in list A, L, P, S (active, leaves paid and unpaid, suspended)
- Department ID equal to HR, IC, CS, EE, EH, etc.

Fields	Criteria	SQL	Results
Logical	Expression 1	Operator	Expression 2
	I.EMPL_CLASS - Employee Class	not in list	('R','Z')
AND	I.EMPL_STATUS - Employee Stat	in list	('A','L','P','S')
AND	I.DEPTID - Department	equal to	HR

### Query Criteria for “Career” employees only includes:

- All employees whose classifications are Indefinite, Postdoc and Term Appointments
- No employee with Indeterminate hours assignments regardless of employee classification
- No employees with Part Time assignments less than 50% regardless of employee classification

Fields	Criteria	SQL	Results
Logical	Expression 1	Operator	Expression 2
	A.EFFDT - Effective Date	Eff Date <=	Current Dt (EffSeq = Last)
AND	A.EMPL_CLASS - Employee Clas	in list	('A','N','P')
AND	A.FULL_PART_TIME - Full/Part Ti	not equal to	I
AND	NOT ((A.FULL_PART_TIME - Full	equal to	P
AND	A.STD_HOURS - Standard Hour	less than	20))

Note: The fields used in the criteria definition need not be part of the query output.

## PERSONAL DATA

As of 10/2/00

Fieldname	Length	RFT Long	Description
ADDRESS1	char 35	Address Line 1	Address Line 1
ADDRESS1_AC	char 35	Alternate Character Address 1	Alternate Character Address 1
ADDRESS1_OTHER	char 35	Address Line 1	Address Line 1
ADDRESS2	char 35	Address Line 2	Address Line 2
ADDRESS2_AC	char 35	Alternate Character Address 2	Alternate Character Address 2
ADDRESS2_OTHER	char 35	Address Line 2	Address Line 2
ADDRESS3	char 35	Address Line 3	Address Line 3
ADDRESS3_AC	char 35	Alternate Character Address 3	Alternate Character Address 3
ADDRESS3_OTHER	char 35	Address Line 3	Address Line 3
ADDRESS4	char 35	Address Line 4	Address Line 4
ADDRESS4_OTHER	char 35	Address Line 4	Address Line 4
AGE_STATUS	char 1	Age 18 or Older	Defaults to Y=older than 18
BIRTHCOUNTRY	char 3	Birth Country	Birth Country
BIRTHDATE	date 10	Date of Birth	Date of Birth
BIRTHPLACE	char 30	Birth Location	Birth Location
BIRTHSTATE	char 6	Birth State	Birth State
BUSINESS_TITLE	char 30	Business Title	Working Title
BUSINESS_UNIT	char 5	Business Unit	Business Unit
CITIZEN_PROOF1	char 10	Citizenship (Proof 1)	Citizenship (Proof 1)
CITIZEN_PROOF2	char 10	Citizenship (Proof 2)	Citizenship (Proof 2)
CITIZENSHIP_STATUS	char 1	Citizenship Status	Citizenship Status Y = Citizen 3 = Immigrant N = Non-Immigrant
CITY	char 30	City	City of Primary Address
CITY_AC	char 30	Alternate Character City	Alternate Character City
CITY_OTHER	char 30	City - Other	City - Other
COUNTRY	char 3	Country	Country of Primary Address
COUNTRY_CODE	char 3	Country Code	Country Code
COUNTRY_OTHER	char 3	Country - Other	Country - Other
COUNTY	char 30	County	County of Primary Address
COUNTY_OTHER	char 30	County - Other	County - Other
DEPTID	char 10	Department	Department
DT_OF_DEATH	date 10	Date of Death	Date of Death
EMPL_REFERRAL_ID	char 11	Employee Referral ID	Employee Referral ID
EMPLID	char 11	EmplID	EmplID
EMPLOYER	char 30	Employer	Employer
FIRST_NAME_SRCH	char 30	First Name	First Name
FT_STUDENT	char 1	Full-Time Student	Y=Student, N=No

Fieldname	Length	RFT Long	Description
GEO_CODE	char 11	Tax Vendor Geographical Code	Tax Vendor Geographical Code
GEO_CODE_OTHER	char 11	Geo Code Other	Geo Code Other
HIGHEST_EDUC_LVL	char 1	Highest Education Level	Highest Education Level Code A=Not Indicated C=HS Graduate or Equivalent D=Some College F=2-Year College Degree G=Bachelor's Level Degree H=Some Graduate School I=Master's Level Degree J=Doctorate (Academic) K=Doctorate (Professional) L=Post-Doctorate
HIGHLY_COMP_EMPL_C	char 1	Highly Compensated Employee	Highly Compensated Employee
HIGHLY_COMP_EMPL_P	char 1	Highly Compensated Last Year	Highly Compensated Last Year
HOUSE_TYPE	char 2	House Type	House Type
HOUSE_TYPE_OTHER	char 2	House Type Other	House Type Other
IN_CITY_LIMIT	char 1	In City Limit	In City Limit
IN_CITY_LMT_OTHER	char 1	In City Limit Other	In City Limit Other
LANG_CD	char 3	Language Code	Language Code
LAST_NAME_SRCH	char 30	Last Name	Last Name
MAR_STATUS	char 1	Marital Status	Marital Status
MEDICARE_ENTLD_DT	date 10	Date Entitled to Medicare	Date Entitled to Medicare
MILITARY_STATUS	char 1	Military Status	Military Status
NAME	char 50	Name	Name
NAME_AC	char 50	Alternate Character Name	Alternate Character Name
NAME_PREFIX	char 4	Name Prefix	Name Prefix
NAME_SUFFIX	char 15	Name Suffix	Name Suffix
NUM1	char 6	Number 1	Number 1
NUM1_OTHER	char 6	Number 1 Other	Number 1 Other
NUM2	char 4	Number 2	Number 2
NUM2_OTHER	char 4	Number 2 Other	Number 2 Other
ON_DM_EM_DOSAVENOW	char 1	On Demand EM DoSaveNow	On Demand EM DoSaveNow
ORIG_HIRE_DT	date 10	Original Hire Date	Original Hire System Hire Date
PER_STATUS	char 1	Personnel Status	Always 'E'.
PER_TYPE	char 1	Person Type	Person Type
PHONE	char 24	Telephone	Telephone
POSTAL	char 12	Postal Code	Postal Code of Primary Address
POSTAL_OTHER	char 12	Postal Code - Other	Postal Code - Other
QDRO_IND_YN	char 1	Empl has QDRO indicator (Y/N)	Empl has QDRO indicator (Y/N)

Fieldname	Length	RFT Long	Description
REFERRAL_SOURCE	char 2	Referral Source	Referral Source
RESUME_TEXT_FILE	char 64	Resume Text File	Resume Text File
SEX	char 1	Gender	M=Male,F=Female,U=Unknown
SMOKER	char 1	Smoker	Smoker
SPECIFIC_REFER_SRC	char 30	Specific Referral Source	Specific Referral Source
STATE	char 6	State	State
STATE_OTHER	char 6	State - Other	State - Other
SUPERVISOR_ID	char 11	Supervisor ID	Supervisor ID
US_WORK_ELIGIBLTY	char 1	Eligible to Work in U.S.	Eligible to Work in U.S.
YEARS_OF_EXP	number 3.1	Years of Work Experience	Years of Work Experience
ZZ_NICKNAME	char 30	Nickname	Nickname for web directory
ZZ_NICKNAME_CODE	char 1	Nickname code	Nickname code
ZZ_REFERRAL_SRC	char 30	Referral Comment	Referral Comment
ZZ_RELEASE_ADDR	char 1	Release Address?	Release Address? Yes or No
ZZ_UC_STUDENT	char 1	UC Student	UC Student, Yes or No

## JOB

As of 03/17/98

Field Name	Length	RFT Long Name	Description
ACCT_CD	Char 25	Account Code	Used only for GSRA's. This field stores the project id that the graduate student is assigned to.
ACTION	Char 3	Action	The personnel action effective at the time the employees table was created. BEN=Benefits Related Change CNV=Conversion HIR=Hire JRC=Job Reclassification LOA=Leave of Absence LSP=Lump Sum Payment PAY=Pay Rate Change PLA=Paid Leave of Absence REH=Rehire RFL=Return from Leave STC=Status Change TER=Termination TWP=Termination With Pay XFR=Transfer
ACTION_DT	Date	Action Date	Action Dt
ACTION_REASON	Char 3	Reason Code	Reason for action.
ANNL_BENEF_BASE_RT	Nbr 19.3	Annual Benefits Base Rate	Annual rate on 12/1 of the prior year.
ANNUAL_RT	Nbr 19.3	Annual Rate	Hourly rate X 2080 or monthly rate X 12.
BAS_GROUP_ID	Char 3	BAS Group ID	Not used.
BEN_STATUS	Char 4	Benefits Employee Status	A=Active L=Leave of Absence P=Leave With Benefits T=Terminated U=Terminated With Benefits
CHANGE_AMT	Nbr 20.6	Change Amount	Stores the delta of comprate whenever comprate changes.
CHANGE_PCT	Nbr 8.3	Change Percent	Percent representing the change_amt. See change_amt.
COBRA_ACTION	Char 3	COBRA Action	Not used.
COMPANY	Char 3	Company	LBL
COMPRATE	Nbr 19.6	Compensation Rate	Rate of pay. Hourly rate when employee is paid on an hourly basis and monthly rate when employee is paid monthly. This is not full time monthly equivalent.
COMP_FREQUENCY	Char 1	Compensation Frequency	H=Hourly, M=Monthly

Field Name	Length	RFT Long Name	Description
CURRENCY_CD	Char 3	Currency Code	Currency
DEPTID	Char 10	Level 1	Scientific Division or Operations Department.
DEPT_ENTRY_DT	Date	Department Entry Date	Date employee was assigned to Level 1.
EARN_DIST_TYPE	Char 1	Earnings Distribution Type	Not used.
EEO_CLASS	Char 1	EEO Classification	Not used.
EFFDT	Date	Effective Date	Effective date of the current Personnel action.
EFFSEQ	Nbr 3.0	Effective Sequence	Sequence number of Personnel actions on the same effective date.
ELIG_CONFIG1	Char 10	Eligibility Config Field 1	Not used.
ELIG_CONFIG2	Char 10	Eligibility Config Field 2	Not used.
ELIG_CONFIG3	Char 10	Eligibility Config Field 3	Not used.
EMPLID	Char 11	Empl ID	Employee identification number
EMPL_CLASS	Char 1	Employee Class	Employee Class. Categorization of type of employee. This is used for various edit functions, payroll burden, benefit program participation etc. This is a key field within the HRIS system. Guests and contractors are non-employee classes. A=Term Appointment F=Faculty Appointment G=GSRA H=Special Scientist I=Intern N=Indefinite Appointment P=Postdoctoral Fellows Q=Rehired Retiree (Non-VERIP) R=Contractor S=Student Assistant T=Temporary Appointment V=Visiting Postdoctoral Fellow W=Plus 5 PERS Rehired Retiree X=VERIP III Rehired Retiree Y=Plus 5 UCRS Rehired Retiree Z=Guest
EMPL_RCD#	Nbr 3	Employment Rcd Nbr	Not used.
EMPL_STATUS	Char 1	Employee Status	A=Active D=Deceased L=Leave of Absence P=Leave With Pay R=Retired

Field Name	Length	RFT Long Name	Description
			S=Suspended T=Terminated V=Terminated Pension Pay Out X=Retired-Pension Administration
EMPL_TYPE	Char 1	Employee Type	Specifies whether person is hourly or salaried H=Hourly S=Salaried
FLSA_STATUS	Char 1	FLSA Status	E=Exempt, N=Non-exempt
FUNCTION_CD	Char 2	Function Code	Not used.
FULL_PART_TIME	Char 1	Full/Part Time	Full-time, part-time or indeterminate time F =Fulltime I=Indeterminate P=Part time
GL_PAY_TYPE	Char 6	General Ledger Pay Type	Not used.
GRADE	Char 3	Salary Grade	A salary bracket (high/low/mid). A grade is associated with one or more jobcodes and sets the salary limits.
GRADE_ENTRY_DT	Date	Grade Entry Date	Grade entry date.
HOLIDAY_SCHEDULE	Char 4	Holiday Schedule	LBL
HOURLY_RT	Nbr 19.6	Hourly Rate	If not hourly paid = Monthly Salary X 12 / 2080
JOBCODE	Char 6	Job Code	Job Code. A code representing the job responsibilities of a job. Format is 999.9 for employee job codes and 99999 for Department of Labor codes.
JOB_ENTRY_DT	Date	Job Entry Date	Job entry date
LOCATION	Char 10	Location Code	Work location of employee. 0001- Berkeley 0002 - District of Columbia 0003 - Illinois 0004 - Minnesota 0005 - Texas 0006 - Ohio 0007 - Virginia 0008 - Nevada 0009 - New York 0010 - Maryland 0011 - Colorado 0012 - Iowa 0013 - Washington 0100 - Greece
MONTHLY_RT	Nbr 19.3	Monthly Rate	Monthly salary rate. Equal to compensation rate for monthly paid employees. Calculated for hourly paid people as (hourly rate x



Field Name	Length	RFT Long Name	Description
			2080)/12. This field is not reliable.
OFFICER_CD	Char 1	Leadership Code	A=Associate Lab Director B=Acting Associate Lab Director C=Center Director D=Division Director E=Acting Division Director G=Acting Dept, Center Head H=Program, Dept, Center Head L=Group, Center Leader N=Not Applicable P=Deputy Division Director V=Division Administrator X=Laboratory Director Y=Deputy Lab Director
PAYGROUP	Char 3	Pay Group	Pay frequency for employee BWK=bi-weekly GST=Guest MON=Monthly
POSITION_ENTRY_DT	Date	Position Entry Date	Not used.
POSITION_NBR	Char 8	Position Number	Not used.
POSITION_OVERRIDE	Char 1	Position Data Override	Not used.
POSN_CHANGE_RECORD	Char 1	Position Management Record	Not used.
RATING_SCALE	Char 4	Rating Scale	Performance Rating Scale. All entries are LBL.
REG_TEMP	Char 1	Regular/Temporary	Not used.
REVIEW_DT	Date	Review Date	Not used.
REVIEW_RATING	Char 1	Review Rating	Not used.
SALARY_MATRIX_CD	Char 5	Salary Matrix Code	Not used.
SAL_ADMIN_PLAN	Char 3	Salary Administration Plan	LBL
SHIFT	Char 1	Regular Shift	Not used.
SHIFT_FACTOR	Nbr 5.3	Shift Differential Factor	Not used.
SHIFT_RT	Nbr 19.6	Shift Differential Rate	Not used.
STD_HOURS	Nbr 5.2	Standard Hours	Standard hours per week. 100% = 40 hours.
STEP	Nbr 2.0	Step	Not used.
STEP_ENTRY_DT	Date	Step Entry Date	Not used.
TAX_LOCATION_CD	Char 10	Tax Location Code	Same as LOCATION
UNION_CD	Char 3	Union Code	Union code: A1=UCB Faculty A2=UCSF Faculty CX=AFSCME Clerical Allied FX=Research Professionals

Field Name	Length	RFT Long Name	Description
			HX=Residual Pat. Care Prof Unit KB=Skilled Crafts NX=Registered Nurses RX=Research Support SX=AFSCME Service TX=UPTE Technical Blank=Non-Represented Employees
ZZ_CONFIDENTIAL	Char 1	Confidential Employee?	Labor relations field specifying whether an employee has access to negotiation information thereby making the employee a confidential employee.
ZZ_GUEST_GROUP	Char 1	Guest Group	Not used.
ZZ_HEERA_STATUS	Char 1	HEERA Status	HEERA status 1=non-supervisor 2=supervisor 3=manager
ZZ_ONETIME_PAYMEN T	Nbr 19.3	One Time Payment	This field documents lump sum increases. This field is only populated when action=lsp
ZZ_PURCHASE_ORDER	Char 8	Purchase Order Number	Purchase order number assigned to the contract labor employee.
ZZ_SPECIAL_RATE	Nbr 8.3	Special Rate	Special hourly rate for contract labor employee.
ZZ_VENDOR_ID	Nbr 4.0	Agency	Company of contract labor employee..

## EMPLOYMENT

As of 03/20/98

Field Name	Length	RFT Long	Description
BARG_UNIT	Char 1	Bargaining Unit	Not used.
BENEFIT_RCD#	Nbr 3	Benefit Record Number	Not used.
BUSINESS_TITLE	Char 30	Business Title	Seldom used.
CMPNY_SENIORITY_DT	Date	Company Seniority Date	Company Seniority Date
DED_SUBSET_ID	Char 3	Deduction Subset Id	Not used.
DED_TAKEN	Char 1	Deductions Taken	Not used.
EMPLID	Char 11	Empl ID	Employee Number
EMPL_RCD#	Nbr 3	Employment Rcd Nbr	Not used.
EXPECTED_RETURN_DT	Date	Expected Return Date	Expected Return Date
HIRE_DT	Date	Hire Date	Hire Date
HOME_HOST_CLASS	Char 1	Home/Host Classification	Not used.
JOB_REPORTING	Char 1	Job Reporting Required	Not used.
LAST_DATE_WORKED	Date	Date Last Worked	Date Last Worked
LAST_INCREASE_DT	Date	Date Last Increase	Date Last Increase
LAST_VERIFICATN_DT	Date	Last Verification Date	Not used.
LOCATION	Char 10	Location Code	Location Code
MAIL_DROP	Char 50	Mail Drop ID	Mail Stop.
OWN_5PERCENT_CO	Char 1	Owns 5% (or More) of Company	Not used.
PAYCHECK_ADDR_OPTN	Char 1	Paycheck Address Option	Paycheck Address Option
PAYCHECK_DIST_OPTN	Char 1	Distribution Mail Option	Distribution Mail Option
PAYCHECK_LOCN_OPTN	Char 1	Location Option	Location Option
PAYCHECK_NAME	Char 50	Paycheck Name	Paycheck Name
PROBATION_DT	Date	Probation Date	Not used.
PROF_EXPERIENCE_DT	Date	Professional Experience Date	Not used.
REHIRE_DT	Date	Rehire Date	Rehire Date
REPORTS_TO	Char 8	Reports To Position Number	Not used.
SECURITY_CLEARANCE	Char 1	Security Clearance	Not used.
SERVICE_DT	Date	Service Date	Service Date
SUPERVISOR_ID	Char 11	Supervisor ID	Supervisor ID
TERMINATION_DT	Date	Termination Date	Termination Date
TIME_RPT_LOC	Char 6	Time Reporting Location	Not used.
UNION_CD	Char 3	Union Code	Union Code
UNION_SENIORITY_DT	Date	Union Seniority Date	Not used.

## ZZ\_DEPT\_INFO

As of 3/17/98

Field Name	Length	RFT Long		Description
DEPTID	Char 10	Level 1		Division or Operations Department
EFFDT	Date	Effective Date		Effective Date
EFFSEQ	Nbr 3	Effective Sequence		Sequence
EMPLID	Char 11	Empl ID		Employee ID
EMPL_RCD#	Nbr 3	Employment Rcd Nbr		Always 0
ZZ_GROUP	Char 6	Level 2		Level 2
ZZ_LEVEL4	Char 6	Level 4		Level 4
ZZ_PRIMARY_DEPTID	Char 1	Primary Org Code		Y=Primary organization, N=Matrix assignment
ZZ_UNIT	Char 6	Level 3		Level 3

## EMPLOYEES

As of 12/16/97

PS Column Name	Length	Data Warehouse Column Name	Description
ACCT_CD	Char 25	PAYROLL_ACCOUNT	Formerly Payroll account This field is currently used as Project ID field for GSRA's only.
ACTION	Char 3	n/a	The personnel action effective at the time the employees table was created. BEN=Benefits Related Change CNV=Conversion HIR=Hire JRC=Job Reclassification LOA=Leave of Absence LSP=Lump Sum Payment PAY=Pay Rate Change PLA=Paid Leave of Absence REH=Rehire RFL=Return from Leave STC=Status Change TER=Termination TWP=Termination With Pay XFR=Transfer
ACTION_DT	Date	n/a	Date the current personnel action was entered.
ACTION_REASON	Char 3	n/a	Reason of the current personnel action.
ADDRESS1	Char 35	ADDRESS_1	Address - line 1
ADDRESS2	Char 35	ADDRESS_2	Address - line 2
ADDRESS3	Char 35	ADDRESS_3	Address - line 3
ADDRESS4	Char 35	ADDRESS_4	Address - line 4
ANNL_BENEF_BASE_RT	Nbr 15.3	n/a	Annual Benefits Base Rate. Annual salary used for benefits calculation. This is set as of 12/1 of the prior year.
ANNUAL_RT	Nbr 15.3	ANNUAL_RATE	Annual salary rate. Calculated as monthly rate x 12 or hourly rate x 2080.
ASOFDATE	Date	DATA_AS_OF_DATE	Date this data was extracted.
BARG_UNIT	Char 1	n/a	Not used
BENEFIT_RCD#	Nbr 3.0	n/a	Not used
BIRTHDATE	Date	BIRTH_DATE	Birth date
BIRTHPLACE	Char 30	n/a	Place of Birth
BUSINESS_TITLE		n/a	Not used.
CHANGE_AMT	Nbr	COMP_RATE_AMOUNT	Amount of change in person's

PS Column Name	Length	Data Warehouse Column Name	Description
	12.6 Signed	_CHANGE	compensation rate (caused by pay increases, changes in % time, etc.) Reduction of scheduled time results in a negative change amount. This will only have a value when a change in combrate takes place.
CHANGE_PCT	Nbr 3.3 Signed	COMP_RATE_PERCENT_CHANGE	Percent of change in person's compensation rate (caused by pay increases, changes in % time, etc.) See change amount. This will only have a value when a change in combrate takes place.
CITIZENSHIP_STATUS	Char 1	CITIZENSHIP_STATUS	Citizenship status: 1=Unknown N=Non Citizen Y=Citizen
CITY	Char 30	CITY	City. Non-standardly used. Some mixed case, some upper case, some city/state, some city/country
CMPNY_SENIORITY_DT	Date	n/a	Not used
COMP_FREQUENCY	Char 1	COMP_FREQUENCY	Frequency that compensation rate is paid to the employee M=Monthly H=Hourly
COMPANY	Char 3	n/a	Company. 'LBL' for all rows.
COMPRATE	Nbr 12.6	COMP_RATE	Hourly or monthly compensation rate. This is the actual rate of pay. If the employee is 90% time and monthly paid, then the compensation rate is 90% of his full-time monthly equivalent. If he is hourly paid, then the compensation rate is still his full-time hourly rate.
COUNTRY	Char 3	COUNTRY	Country code.
COUNTY	Char 30	n/a	County
CURRENCY_CD	Char 3	n/a	Currency code ('USD' for all rows)
DEPT_ENTRY_DT	Date	n/a	Effective date of last level 1 change.
DEPTID	Char 10	ORG_LEVEL_1_CODE	Level 1 organization code (typically, a Division). Organization codes were re-structured as of 6/23/97. Prior to

PS Column Name	Length	Data Warehouse Column Name	Description
			6/23/97, this field was typically a department code.
DEPTNAME	Char 30	ORG_LEVEL_1_DESC	Level 1 Name
DEPTNAME_ABBRV	Char 10	ORG_LEVEL_1_ABBREV	Level 1 Name abbreviation
DISABLED	Char 1	DISABLED	Disabled (Y/N)
DISABLED_VET	Char 1	DISABLED_VETERAN	Disabled veteran (Y/N)
DT_OF_DEATH	Date	n/a	Not used.
EEO_CLASS	Char 1	n/a	Not used
EEO_JOB_GROUP	Char 2	n/a	EEO job group. See attached EEO Job Group list.
EEO1CODE	Char 1	n/a	EEO-1 job category 1=Officials and Managers 2=Professionals 3=Technicians 4=Sales Workers 5=Office and Clerical 6=Craft Workers (Skilled) 7=Operatives (Semi-Skilled) 8=Laborers (Unskilled) 9=Service Workers A=Officials and Managers B=Professionals C=Technicians D=Office and Clerical E=Skilled Crafts F=Semi-Skilled G=Service Workers N=No EEO-1 Reporting
EEO4_FUNCTION	Char 2	n/a	Not used
EEO4CODE	Char 1	n/a	Not Used
EEO5CODE	Char 2	n/a	Not Used
EEO6CODE	Char 1	n/a	Not used
EFFDT	Date	n/a	Effective date of the current Personnel action.
EFFSEQ	Nbr 3	n/a	Sequence number of Personnel actions on the same effective date.
EMAILID	Char 70	EPO	E-mail address
EMPL_CLASS	Char 1	EMPLOYEE_CLASS	Employee Class. Categorization of type of employee. This is used for various edit functions, payroll burden, benefit program participation etc. This is a key field within the HRIS system. Guests and contractors are non-employee

PS Column Name	Length	Data Warehouse Column Name	Description
			<p>classes.</p> <p>A=Term Appointment</p> <p>F=Faculty Appointment</p> <p>G=GSRA</p> <p>H=Special Scientist</p> <p>I=Intern</p> <p>N=Indefinite Appointment</p> <p>P=Postdoctoral Fellows</p> <p>Q=Rehired Retiree (Non-VERIP)</p> <p>R=Contractor</p> <p>S=Student Assistant</p> <p>T=Temporary Appointment</p> <p>V=Visiting Postdoctoral Fellow</p> <p>W=Plus 5 PERS Rehired Retiree</p> <p>X=VERIP III Rehired Retiree</p> <p>Y=Plus 5 UCRS Rehired Retiree</p> <p>Z=Guest</p>
EMPL_RCD#	Nbr 3	n/a	Not used
EMPL_STATUS	Char 1	EMPLOYEE_STATUS	<p>Employee status. Only three values are used: A, L, P. Terminated employees are excluded from this extract.</p> <p>A=Active</p> <p>D=Deceased</p> <p>L=Leave of Absence</p> <p>P=Leave With Pay</p> <p>R=Retired</p> <p>S=Suspended</p> <p>T=Terminated</p> <p>V=Terminated Pension Pay Out</p> <p>X=Retired-Pension Administration</p>
EMPL_TYPE	Char 1	HOURLY_SALARIED	<p>Specifies whether person is hourly or salaried</p> <p>H=Hourly</p> <p>S=Salaried</p>
EMPLID	Char 11	EMPLOYEE_ID	<p>Employee/guest identification number (6 characters used). Guest id's prior to 11/96 start with P, N or C. Since 11/96, guests have been assigned a numeric id, just like employees.</p>
ETHNIC_GROUP	Char 1	ETHNIC_GROUP	<p>Ethnic group:</p> <p>1=White</p> <p>2=Black</p> <p>3=Hispanic</p> <p>4=Asian/Pacific Islander</p> <p>5=American Indian/Alaskan Native</p>



PS Column Name	Length	Data Warehouse Column Name	Description
			6=Not applicable
EXPECTED_RETURN_DT	Date	EXPECTED_RETURN_DATE	Date expected to return from leave
FLSA_STATUS	Char 1	FLSA_STATUS	FLSA (Fair Labor Standards Act) status: E=exempt N=nonexempt
FORMER_NAME	Char 50	n/a	Former Name
FROMDATE	Date	n/a	Not used
FT_STUDENT	Char 1	FULL_TIME_STUDENT	Full-time student (Y/N)
FULL_PART_TIME	Char 1	FULL_PART_TIME	Full-time, part-time or indeterminate time F =Fulltime I=Indeterminate P=Part time
GL_PAY_TYPE		n/a	Not used
GRADE	Char 3	GRADE	A salary bracket (high/low/mid). A grade is associated with one or more jobcodes and sets the salary limits.
GRADE_ENTRY_DT	Date	GRADE_ENTRY_DATE	Effective date of last grade change
HIGHEST_EDUC_LVL	Char 1	HIGHEST_EDUCATION_LEVEL	Highest education level: A=Not Indicated B=Less Than HS Graduate C=HS Graduate or Equivalent D=Some College E=Technical School F=2-Year College Degree G=Bachelor's Level Degree H=Some Graduate School I=Master's Level Degree J=Doctorate (Academic) K=Doctorate (Professional) L=Post-Doctorate
HIRE_DT	Date	HIRE_DATE	Original Hire date. Set to conversion date (6/23/96) for employees who had been re-hired into LBNL prior to conversion.
HOLIDAY_SCHEDULE	Char 4	n/a	Holiday schedule. LBL for all rows.
HOME_HOST_CLASS	Char 1	n/a	Not used. All entries are M=Home. M=Home, S=Host
HOME_PHONE	Char 24	HOME_PHONE	Home phone. Some with area code, some without area code
HOURLY_RT	Nbr	HOURLY_RATE	Hourly rate. Calculated for

PS Column Name	Length	Data Warehouse Column Name	Description
	12.6		monthly paid people as (monthly rate x 12)/2080.
JOB_ACCNTAB_PCT	Nbr 3.1	n/a	Not used
JOB_ACCNTAB_POINTS	Nbr 5	n/a	Not used
JOB_ENTRY_DT	Date	n/a	Effective date of last jobcode change
JOB_FAMILY	Char 6	n/a	Not used
JOB_KNOWHOW_PCT	Nbr 3.1	n/a	Not used
JOB_KNOWHOW_POINTS	Nbr 5	n/a	Not used
JOB_POINTS_TOTAL	Nbr 5	n/a	Not used
JOB_PROBSLV_PCT	Nbr 3.1	n/a	Not used
JOB_PROBSLV_POINTS	Nbr 5	n/a	Not used
JOBCODE	Char 6	JOB_CLASS	Job Code. A code representing the job responsibilities of a job. Format is 999.9 for employee job codes and 99999 for Department of Labor codes.
JOBTITLE	Char 30	JOB_TITLE	Job title. Description of job code.
JOBTITLE_ABBREV	Char 10	n/a	Not used
LAST_DATE_WORKED	Date	n/a	Date of Last work day.
LAST_INCREASE_DT	Date	LAST_INCREASE_DATE	Date of last salary increase
LAST_NAME_SRCH	Char 30	LAST_NAME_SEARCH	Employee's last name in uppercase.
LOCATION	Char 10	n/a	Work location of employee. 0001- Berkeley 0002 - District of Columbia 0003 - Illinois 0004 - Minnesota 0005 - Texas 0006 - Ohio 0007 - Virginia 0008 - Nevada 0009 - New York 0010 - Maryland 0011 - Colorado 0012 - Iowa 0013 - Washington

PS Column Name	Length	Data Warehouse Column Name	Description
			0100 - Greece
MAIL_DROP	Char 50	MAIL_STOP	Lab or University internal mail address.
MANAGER_ID	Char 11	n/a	Employee number of manager of Level 1.
MAR_STATUS	Char 1	n/a	Not used
MAR_STATUS_DT	Date	n/a	Not used
MILITARY_STAT US	Char 1	MILITARY_STATUS	Military status: 1=Not Indicated 2=No Military Service 3=Vietnam Era Veteran 4=Other Veteran 5=Active Reserve 6=Inactive Reserve 7=Retired
MONTHLY_RT	Nbr 15.3	MONTHLY_RATE	Monthly salary rate. Equal to compensation rate for monthly paid employees. Calculated for hourly paid people as (hourly rate x 2080)/12. This field is not reliable.
NAME	Char 50	EMPLOYEE_NAME	Employee Name: [Last name] comma [first name] space [middle name or initial] or [last name] space [suffix] comma [first name] space [middle name or initial]  Conversion of capitalization on hyphenated first or last name have the first letter of the name following the hyphen in lower case. <b>Current</b> employees have proper capitalization.
NAME_PREFIX	Char 4	n/a	Not consistently used. Examples are: Dr., Ms. , Prof
NATIONAL_ID	Char 15	n/a	Not used
OFFICER_CD	Char 1	LEADERSHIP_CODE	Leadership code A=Associate Lab Director B=Acting Associate Lab Director C=Center Director D=Division Director E=Acting Division Director G=Acting Dept, Center Head H=Program, Dept, Center Head L=Group, Center Leader

PS Column Name	Length	Data Warehouse Column Name	Description
			N=Not Applicable P=Deputy Division Director V=Division Administrator X=Laboratory Director Y=Deputy Lab Director
ORIG_HIRE_DT	Date	n/a	Date entered first time person hired into PS system (blank for all pre-HRIS implementation).
OWN_5PERCENT_CO	Char 1	n/a	Not used
PAYGROUP	Char 3	PAY_CYCLE	Pay frequency for employee BWK=bi-weekly GST=Guest MON=Monthly
PER_STATUS	Char 1	n/a	Personnel Status: E=Employee N=Non-employee All Guests, Contractors and Employees are E=Employees. This field will have meaning only if applicant tracking is implemented in HRIS.
POSITION_ENTRY_DT	Date	n/a	Not used
POSITION_NBR	Char 8	n/a	Not used
PREFERRED_NAME	Char 50	n/a	Used as Nickname. Examples are Al, Alice, Andy, Ann, Bill, Bob
PROBATION_DT	Date	n/a	Not used
RATING_SCALE	Char 4	n/a	Performance Rating Scale. All entries are LBL.
REFERRAL_SOURCE	Char 2	n/a	Not used
REG_TEMP	Char 1	REG_TEMP	Not used
REHIRE_DT	Date	REHIRE_DATE	Last Rehire date. Set each time there is a rehire action.
REPORTS_TO	Char 8	n/a	Not used
REVIEW_DT	Date	n/a	Not used
REVIEW_RATING	Char 1	n/a	Not used
SAL_ADMIN_PLAN	Char 3	n/a	Salary Administration Plan. Set to LBL for all employees.
SALARY_MATRIX_CD	Char 5	n/a	Not used
SECURITY_CLEARANCE	Char 1	n/a	Not used
SERVICE_DT	Date	n/a	Adjusted start date for retirement service

<b>PS Column Name</b>	<b>Length</b>	<b>Data Warehouse Column Name</b>	<b>Description</b>
SEX	Char 1	SEX	Sex: Defaults to female, if not indicated. M=Male F=Female
SHIFT	Char 1	n/a	Not used
SHIFT_FACTOR	Nbr 5.3	n/a	Not used
SHIFT_RT	Nbr 19.6	n/a	Not used
SSN	Char 9	SOCIAL_SECURITY_NUMBER	Social Security number
STATE	Char 6	STATE	State
STD_HOURS	Nbr 5.2	STANDARD_HOURS	Standard number of hours a person works in a week. Standard work week defaults to 40.
STEP	Nbr 2.0	n/a	Not used
STEP_ENTRY_DT	Date	n/a	Not used
SUPERVISOR_ID	Char 11	SUPERVISOR_ID	Employee number of employee's supervisor.
TERMINATION_DT	Date	TERMINATION_DATE	Last Termination date. Termination date is the next day after the employee's last day worked. This field is reset to blank when the employee re-hires.
UNION_CD	Char 3	UNION_CODE	Union code: A1=UCB Faculty A2=UCSF Faculty CX=AFSCME Clerical Allied FX=Research Professionals HX=Residual Pat. Care Prof Unit KB=Skilled Crafts NX=Registered Nurses RX=Research Support SX=AFSCME Service TX=UPTE Technical Blank=Non-Represented Employees
UNION_SENIORITY_DT	Date	n/a	Not used
US_WORK_ELIGIBILITY	Char 1	n/a	Not used
WORK_PHONE	Char 24	WORK_PHONE	Work phone (format 999/999-9999 for all current employees and guests)
ZIP	Char 10	ZIP_CODE	Zip code
ZZ_BLDG	Char 6	BUILDING	Building
ZZ_CONFIDENTIAL	Char 1	CONFIDENTIAL_EMPLOYEE	Labor relations field specifying whether an employee has access to

PS Column Name	Length	Data Warehouse Column Name	Description
			negotiation information thereby making the employee a confidential employee.
ZZ_DIVISION	Char 2	ORG_LEVEL_0_CODE	Used to <b>group</b> Level 1 organization codes for reporting purposes.
ZZ_DIVISION_ABBRV	Char 10	ORG_LEVEL_0_ABBREV	Level 0 Name abbreviation
ZZ_DIVISION_NAME	Char 30	ORG_LEVEL_0_DESC	Level 0 Name
ZZ_FIRST_NAME	Char 30	FIRST_NAME_SEARCH	Employee's first name (and initial); all uppercase
ZZ_FIRST_SNDX	Char 4	FIRST_NAME_SOUNDEX	Employee's first name coded for soundex usage
ZZ_GRAD_EXPECT_DT	Date	n/a	Expected Graduation Date
ZZ_GROUP	Char 6	ORG_LEVEL_2_CODE	Level 2 organization code (typically, a department)
ZZ_GROUP_ABBRV	Char 10	ORG_LEVEL_2_ABBREV	Level 2 Name abbreviation
ZZ_GROUP_NAME	Char 30	ORG_LEVEL_2_DESC	Level 2 Name
ZZ_HEERA_STATUS	Char 1	HEERA_STATUS	HEERA status 1=non-supervisor 2=supervisor 3=manager
ZZ_LAST_SNDX	Char 4	LAST_NAME_SOUNDEX	Employee's last name coded for soundex usage
ZZ_LEVEL4	Char 6	ORG_LEVEL_4_CODE	Level 4 organization code
ZZ_LEVEL4_ABBRV	Char 10	ORG_LEVEL_4_ABBREV	Level 4 Name abbreviation
ZZ_LEVEL4_NAME	Char 30	ORG_LEVEL_4_NAME	Level 4 Name
ZZ_PEBY_DT	Date	PROF_EXPERIENCE_BASE_DATE	Professional experience base date
ZZ_PURCHASE_ORDER	Char 8	n/a	The purchase order. Applies to contract labor personnel only.
ZZ_RELEASE_ADDRESS	Char 1	n/a	Release address (Y/N). Indicates whether the LBL may release the employees address.
ZZ_ROOM	Char 6	ROOM	Room number.
ZZ_STIPEND	Nbr 11.2	STIPEND	Stipend
ZZ_STUDENT_PROGRAM	Char 1	n/a	Student Program.
ZZ_SURVEY_CODE	Char 1	SURVEY_CODE	Not used

<b>PS Column Name</b>	<b>Length</b>	<b>Data Warehouse Column Name</b>	<b>Description</b>
ZZ_UNIT	Char 6	ORG_LEVEL_3_CODE	Level 3 organization code
ZZ_UNIT_ABBRV	Char 10	ORG_LEVEL_3_ABBRE V	Level 3 name abbreviation
ZZ_UNIT_NAME	Char 30	ORG_LEVEL_3_DESC	Level 3 Name
ZZ_UNTIL_DT	Date	APPOINTMENT_END_D ATE	Appointment end date. Date by which relationship with guest or contractor will be terminated.
ZZ_VENDOR_ID	Nbr 4.0	n/a	Vendor id. Applies to contract labor only.
ZZ_VENDOR_NAME	Char 30	n/a	Vendor name. Applies to contract labor only.
ZZ_AUTH_LIMIT	Nbr 12		Signature Authorization Limit for Purchases
ZZ_BS_YEAR	Nbr 4		Year of BS degree.
ZZ_HI_YEAR	Nbr 4		Year of Highest degree
ZZ_HI_DEGREE	Char 7		Highest degree
JOB_FUNCTION	Char 3		Job Function Code ADM=Administrative EXC=Executive FAC=Faculty GSR=GSRA GST=Guest PRF=Professional Non-S&E SCI=Scientific STD=Student TCH=Technical

## JOB CODES- SAMPLE

Sample job codes:

<b>Job Code</b>	<b>Description</b>	<b>Job Function</b>	<b>Grade</b>	<b>Union Code</b>
025.0	Special Scientist	SCI	S00	FX
025.1	Special Post Doctoral Fellow	SCI	S00	FX
101.7	Sr Physician II	SCI	S00	FX
102.1	Medical Scientist Post Doc Fel	SCI	S10	FX
102.2	Medical Scientist Div Fellow	SCI	S30	FX
102.4	Medical Scientist	SCI	S20	FX
102.5	Medical Staff Scientist	SCI	S30	FX
102.6	Medical Senior Scientist	SCI	S40	FX
102.7	Medical Dist. Scientist	SCI	S00	FX
102.8	Medical Scientist Faculty	FAC	S00	A1
102.9	Medical Scientist Sr Faculty	FAC	S00	A1
103.1	Biochemist Post Doc Fellow	SCI	S10	FX
103.2	Biochemist Division Fellow	SCI	S30	FX
103.4	Biochemist Scientist/Engineer	SCI	S20	FX
103.5	Biochemist Staff Sci/Engr	SCI	S30	FX
103.6	Biochemist Sr Staff Sci/Engr	SCI	S40	FX
103.7	Biochemist Dist Sci/Engr	SCI	S00	FX
103.8	Biochemist Faculty	FAC	S00	A1
103.9	Biochemist Sr Faculty	FAC	S00	A1
105.1	Biologist Post Doc Fellow	SCI	S10	FX
105.2	Biologist Division Fellow	SCI	S30	FX
105.4	Biologist Scientist/Engr	SCI	S20	FX
105.5	Biologist Staff Scientist/Engr	SCI	S30	FX
105.6	Biologist Senior Sci/Engr	SCI	S40	FX
105.7	Biologist Dist Sci/Engr	SCI	S00	FX
105.8	Biologist Faculty	FAC	S00	A1
105.9	Biologist Sr Faculty	FAC	S00	A1
107.1	Biophysicist Post Doc Fellow	SCI	S10	FX
107.2	Biophysicist Division Fellow	SCI	S30	FX
107.4	Biophysicist Scientist/Engr	SCI	S20	FX
107.5	Biophysicist Staff Sci/Engr	SCI	S30	FX
107.6	Biophysicist Sr Staff Sci/Engr	SCI	S40	FX
107.7	Biophysicist Dist Sci/Engr	SCI	S00	FX
107.8	Biophysicist Faculty	FAC	S00	A1
107.9	Biophysicist Sr Faculty	FAC	S00	A1
108.1	Geneticist Post Doc. Fellow	SCI	S10	FX
109.1	Physiologist Post Doc Fellow	SCI	S10	FX
109.2	Physiologist Division Fellow	SCI	S30	FX



# A P P E N D I X A

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## *HRIS AND PEOPLESOFT TERMINOLOGY*

### Search Pages

Basic Search page:

The basic search page offers just one or two fields by which you may perform your search.

However, you may designate which key field you would like to search by from the **Search By** drop-down list box.

Advanced Search page:

The advanced search page generally offers several keys by which you may search for your record.

It allows you to narrow down your search by entering in more than one type of criteria.

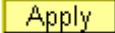

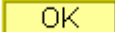
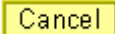
### Using Wildcards

PeopleSoft applications support three wildcard features when searching for data. These wildcards can be helpful in finding the exact information you want to process. The following are the standard wildcard features.

% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.
\ (back slash)	Escape character—don't treat the next character as a wildcard.

For example, you can type a number string of possible employee names along with the % sign, such as S%,Frank and the system returns a list of those employees whose names match that criterion of last name starting with “S” and first name “Frank”



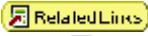




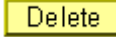

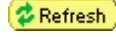


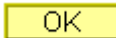
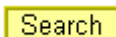
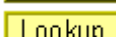
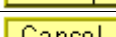
### Buttons for Processing Transactions

Button	Name	Function
	Apply	Usually found on a page that you opened by clicking a prompt button. Enables you to apply the data input without returning you to the main page in case you want to perform additional searches.
	Run	Opens the Process Scheduler Request dialog box where you can set up your process control parameters for the current process.
	Okay	Accepts the data input made on an auxiliary page and returns you to the main page.
	Cancel	Clears the page and any data that you may have entered or changed without saving. When you click Cancel, the system doesn't warn you to save changes. Use Cancel if you entered data incorrectly and want to begin again.

More keyboard and link short cut continued on next page...

### Short Cut or Hot Keys.

Hot keys perform an immediate action. When you press any of the key combinations below, the designated action occurs. You'll notice that several hot keys perform different functions depending on the page you are in, such as a transaction page or a search page.

Hot Key	Button or Link	Action
Alt+5	 	Opens lookup page.
		Opens the calendar prompt.
Alt+6	 	Opens the pop-up window on a page.
Alt+7		Inserts one or more rows in a grid or scroll area.
		
		
Alt+8		Deletes row in a grid or scroll area.
		
Alt+0		When in Expert Entry mode, validates data entered in page.
Alt+ .		Next in grid, scroll, or search page results list.
Alt+ ,		Previous in grid, scroll area, or search page results list.
Alt+ \	<u>Add a New Value</u>	Toggles between "Add a New Value" and "Find an Existing Value" in a Search page.
	<u>Find an Existing Value</u>	
Alt+ /	<u>Find</u>	Find data in grid or scroll area.
Alt+ '	<u>View All</u>	View all rows of data in grid, scroll area or search page results list.
Ctrl+ K	--	When in a search page or transaction page, opens a page with a list of keyboard navigation shortcuts using hot keys and access keys.
Enter		Activates the Okay button where appropriate.
		On a Search page, activates the search button.
		On a Lookup page, activates Lookup button.
Esc		Activates the cancel button where appropriate.

## A P P E N D I X B

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### The Components and Tabs:

Component	Page (Tab)	Description	How Updated
<b>Personal Data</b>	Name History	Effective dated, contains first, middle, last name	Insert row
	Address History	Effective dated, contains home and mail address, home phone.	Insert row
	Personal Information	Effective dated, contains gender, highest ed. level	Insert row
	Identity/Diversity	Not effective dated, contains birthdate, ss#, ethnicity code	Edit/save
	Veteran Status	Not effective dated, contains veteran and disability information	Edit/save
	Citizenship	Not effective dated, IRSO will maintain this data as necessary	Edit/save
	LBNL Personal Data	Not effective dated, contains release address and UC student checkbox	Edit/save
	LBNL Directory	Not effective dated, contains mailstop, bldg., room, workphone	Edit/save
<b>Job Data</b>	Work Location	Effective dated, contains effective date, action, reason, work location, and supervisor	PAF or payroll
	Job Information	Effective dated, contains Job code, empl class, std hrs, full/pt time, etc.	PAF or payroll
	LBNL Miscellaneous	Effective dated, contains union code, confidential, HEERA status, comments	PAF or payroll
	Payroll	Effective dated, contains FICA status, paygroup, etc.	PAF or payroll
	Job Data Salplan	Effective dated, contains salary grade	PAF or payroll
	Compensation	Effective dated, contains combrate, calculated hrly, mthly, annual rates	PAF or payroll
	GSRA Data	Effective dated, contains summary GSRA data, student id, student type, units. GRSA only.	PAF or payroll
	Dept Info	Effective dated, contains Level 0, 1, 2, 3, 4 Orgcode data	PAF or Div Orgcode Data page
	Purchase Order Info	Effective dated contains PO info. Used for contract workers only.	PAF or payroll

Continues on next page....

**The Components and Tabs (continued)...**

<b>Component</b>	<b>Page (Tab)</b>	<b>Description</b>	<b>How Updated</b>
<b>Employment Data</b>	Employment Data	Not effective dated, contains dates primary actions, service, seniority, appt end date, and business title.	Edit/save or Insert row
	Employment Dta2	Not effective dated, contains PI status, Designated Official, Service Award type and date, etc.	Edit/save
	LBNL Guest	Not effective dated, contains Guest appointment information. Used for guests only.	Edit/save
<b>Benefits Program Particip</b>	Benefits Progr Particip	Effective dated contains benefit program and date.	Insert row
<b>Identification Data</b>	Citizenship/Passport	Multiple data rows, contains US Citizenship Status, Passport data, County of Citizenship.	Insert Row or Edit/save. Updated by IRSO only
	Visa/Permit Data	Effective dated contains Visa data.	Insert Row. Updated by IRSO only
	Visa Comments	Effective dated contains Visa data.	Updated by IRSO only
<b>Emergency Contact</b>	Contact Address/Phone	Multiple data rows, contains name and address for emerg contacts	Insert Row or Edit/save
	Other Phone Numbers	Multiple data rows, contains phone contact info for emerg contacts	Insert Row or Edit/save
<b>Track Education</b>	<a href="#">TRACK EDUCATION</a>	Multiple data rows, contains degree, major, school, date, verified	Insert Row or Edit/save.